



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

INSURANCE PROGRAM MANAGER

Job Number: 20000884

Job Code: 35310V121016

Job Group: 3500 - INSURANCE REGULATION

Job Established: 06/16/1982

Job Revised: 10/16/2012

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages an insurance regulatory or underwriting program in the Department of Insurance or the Cabinet for Health and Family Services; performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of experience in any of the following insurance areas: administration or management, regulation, consulting, broker/agent, risk management, marketing/sales or financial examination.

Substitute EDUCATION for EXPERIENCE:

Graduate study in accounting, business administration, insurance or a related field will substitute for the experience on a year for year basis. Certification by a professional accounting or a national insurance organization (such as CPA, CLU, FLMI, CFE, AFE or CPCU) will meet the education and experience requirements.

Substitute EXPERIENCE for EDUCATION:

Additional experience in one of the above areas will substitute for the education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages an insurance regulatory or underwriting program to ensure compliance with all state laws and regulations. Supervises, assigns and reviews the duties and performance of program employees. Interprets laws, rules, regulations and operating policies for staff, insurance companies and the general public. Reviews and coordinates requests for insurance coverage, transference, rating and placement transactions for the State Fire and Tornado Insurance Fund and other types of insurance coverages purchased by the various state agencies. Determines the amount of insurance applicable to state property. Recommends program changes and changes in laws, rules, regulations and policies. Reviews all programs applicable to insurance industry. Holds public hearings concerning insurance filings and requests. Represents the department before legislative hearings, professional and citizen groups and the media. Maintains records and prepares programmatic reports.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Occasional travel will be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.